Loudoun County, Virginia

Department of Management and Financial Services
Division of Procurement, MSC #41C
1 Harrison Street, SE, 4th Floor
Leesburg, Virginia 20175

February 2, 2010

NOTICE TO OFFERORS

ADDENDUM NO. 6

QQ-01540

The following changes and/or additions shall be made to the original Request For Proposal No. QQ-01540, Software Solution System for Loudoun County Government Finance and Administration and Loudoun County Public Schools Administration, an Integrated Tax Revenue System, and Integrated Computer Aided Mass Appraisal and Land Use System. *Please acknowledge receipt of this addendum by signing and returning <u>with your proposal</u>.*

The following are additional questions received on this project.

Questions #1 - 34   submitted by Oracle

1.   Question for LCPSBFS.FS.AP.3.1.111 - When would the Schools have a need to post future period invoices? Are these invoices that are just not due until a date in the future?

A.   **School system would need to post future period invoices to prepay expenses.**

2.   Question for LCPSBFS.FS.AP.3.1.112 - Please provide a specific example of when and why this would need to occur. Is this just the ability to pay an invoice prior to the due date?

A.   **Yes**

3.   Question for GFA.AP.GEN.3.1.26 - Please define exactly what is meant by "error rate".

A.   **The error rate is the percentage of errors that occur when posting a payment request to the total payment requests posted.**

4.   Question for GFA.ACC.GL.2.1.1 - Is the County expecting a response for the header level of any of these requirements are we only suppose to enter a response for each subcomponent/child requirement?

A.   **The County's currently used sub-systems that are listed on the requirements are expected to be either converted or hooked up to ERP system. A response for the**

header level is expected for any sub-component that is not part of ERP sub-system.

5.   Question for LCPSBFS.FS.GAC.3.9.100 - Please define the exact purpose and what is specifically meant by this requirement (related to Grants Accounting).

A.   **Salary projections for a specific grant.**

6.   Question for LCPSBFS.FS.PAC.3.11.44 - When would mass adjustments need to be generated to "line item details"? Please provide more detail and an example (including the types of "line item details" that would need to be adjusted and under what situations).

A.   **Ability to apply indirect or overhead costs to line item details by project.**

7.   Question for LCPSBFS.FS.PAC.3.11.45 - Please further explain this requirement. What "calculated values" would need to be overridden and in what case would they need to be overridden?

A.   **As related to LCPSBFS.FS.PAC.3.11.44, ability to manually apply indirect or overhead costs based on one time anomalies.**

8.   Question for TECH 135.105, 135.110, 135.115 - Why have the following modules been included in the Workflow section of the ERP technical matrix in Appendix A? Should they be removed or moved to Appendix B or C?

- Business Licensing
- Real Property Tax Assessment and Billing
- Personal Property Tax Assessment and Billing

A.   **The technical requirements attachment is the same all of the initiatives. You can ignore those three references for Appendix A.**

9.   LCPSBFS.PAY.T&A.4.1.63 : Ability to bill employee for company group life insurance and health insurance rates when leave without pay exceeds five days in a school year. Could you please provide additional details concerning this requirement? Does this mean five consecutive days of leave without pay, or more than five total days in the school year?

A.   **More than five total days in the school year.**

10.   LCPSBFS.PAY.T&A.4.1.64: Ability to store leave without pay records on top of paid leave records in case of multiple leave types for same day.

Is this referring to the ability to enter leave with pay AND leave without pay on the same day when submitting a timecard?

A.   **Ability to enter leave with pay AND leave without pay on the same day when submitting a timecard with the leave without pay as the first entry.**

11.   LCPSBFS.PAY.T&A.4.1.70: Ability to allow employee to donate sick days to family sick leave bank. Is the Family Sick Leave Bank a bank of time that is not tied to a specific

employee (i.e., employees can donate time to the "bank" vs. donating time to a specific employee).

A. **The Family Sick Leave Bank is not tied to a specific employee.**

12. LCPSBFS.PAY.T&A.4.1.84: Ability to automatically alert account managers of potential overtime before it occurs. Is this referring to the ability to request permission to work overtime (in advance of actually working the additional hours)?

A. **Requirement refers to the ability to request permission to work overtime.**

13. LCPSBFS.PAY.PYD.4.2.52: Ability to incorporate multiple years IRS Publication 1494 tax levy screen. Please provide additional details concerning this requirement.

A. **Payroll system module includes IRS Publication 1494 and is applied to the employee with a tax levy based on the year entered by a payroll user.**

14. LCPSBFS.PAY.PYP.4.4.51: Ability to accrue extra pay for final pay period of fiscal year. Is this referring to the ability to allow 10-month and 11-month employees to work the 10-month and 11-month schedules but to be paid over 12 months?

A. **Yes, ability to allow 10-month and 11-month employees to work the 10-month and 11-month schedules but to be paid over 12 months.**

15. GFA.PAY.T&A.5.2.24: Ability to include non-productive time in the 14-day overtime calculation. What is the County and/or Schools definition of "non-productive" time?

A. **Non-productive time is non-worked time and includes the leave categories as defined in GFA.PAY.L&R.5.3.1 and holiday pay.**

16. GFA.PAY.T&A.5.2.27: Ability to allow employees to opt for exchange time if their weekly hours are in excess of the base schedule and less than FLSA thresholds. Is this referring to "comp time" (i.e., the employee is scheduled to work 38 hours, they work 39, and they receive compensatory time for the additional hour)?

A. **Yes, this is similar to comp time.**

17. GFA.PAY.EES.5.8.19: Ability for employees to electronically submit teleworking forms. What is a "teleworking" form and how is it used?

A. **Teleworking also known as Telecommuting is a form that is completed by employees and submitted for approval that allows them to work from home. The requirement is to have electronic form in the system and have a workflow approval process (GFA.PAY.EES.5.8.20) and the approved form is then stored in the system.**

18. LCPSBFS.BNF.PRC.1.1.35: Ability to allow users based on security role to access real-time information related to changes in benefit law. Please provide additional details concerning this requirement.

A. **Ability to allow users based on security role to perform what-if scenarios using current benefit information to determine the impact of changes in legislation.**

19. LCPSBFS.PAY.T&A.4.1.4: Ability to create the following work schedules with multiple data collections: Block Schedules. What is the County and/or Schools definition of "block" schedules?

A. **Block schedule is defined as a different teaching schedule on Day "A" and Day "B".**

20. GFA.BNF.FML.8.9.12: Ability to generate notification of employees' family medical leave for the following: Missing employee request. Please provide additional details concerning this requirement. Is this referring to situations where the employee is charging time to FMLA but they have not been approved for the leave?

A. **Missing employee request means that employee has not provided the Employee Request form to be approved for their FMLA. In order for FMLA to be approved there are 2 required components. 1) The employee request 2) Physicians medical certification. This requirement is to have system generate a notification to the employee asking them to send their FMLA request (and for rest of the items under this requirement).**

21. GFA.PAY.PYE.5.6.27: Ability to select different pay and deduction cycles for manual checks. Please provide additional details concerning this requirement.

A. **Pay and deduction cycles refer to the frequency with which earnings and deductions occur. Earning and deduction frequencies are defined in GFA.PAY.SET.5.4.37 and GFA.PAY.SET.5.4.38, respectively. Payroll staff will define which cycles to use when creating manual checks.**

22. LCPSP.SUB.1.2.29: Ability to allocate substitute usage based on work units by the following: - location; - classification; - employee. Please provide additional details concerning this requirement.

A. **This is addressing the ability to handle substitute allotments. For example, each school is given a substitute allotment for licensed and classified employees with the work units defined as a day. This would allow each school to track the remaining allotment and what employees required a substitute.**

23. LCPSP.SUB.1.2.38: Ability to initiate a workflow for applicants to complete substitute applications. Is this referring to the ability for substitutes to request work assignments, or is it related to the ability for individuals to apply for substitute positions?

A. **This is referring to the application process for substitute positions.**

24. LCPSP.SUB.1.2.45: Ability to calculate eligibility to substitute based on substitute's date of birth. Does this mean that substitutes must be a minimum age in order to be considered for certain assignments?

A. **Yes, substitutes must be 19 years of age.**

25. LCPSP.EMP.1.4.4: Ability to pre-populate from one template to another template. Please provide additional details concerning this requirement. What types of data is shared between templates, and under what conditions does this need to happen?

A. **Please see response to #26.**

26. LCPSP.EMP.1.4.5: Ability to prepopulate contract verbiage information from a specified template when a new template is created. Please provide additional details concerning this requirement.

A. **Currently templates are formatted by DIT using Formscape. If we have changes/additions to incorporate, they are inserted into existing, previously-approved templates.**

27. LCPSP.EMP.1.4.15: Ability to validate information on contract before it can be submitted. What types of information needs to be validated on the contracts? And what are you validating against?

A. **The information is validated against a contract preparation report compiled from information in the central data base including name, ID, location, job title, salary, lane/step, hours, number of days, contract type, years of experience, dates of contract effectiveness (start date and end date), special covenants.**

28. LCPSP.EVT.1.8.8: Ability to detail items scanned in and out by the following: - quantity; - date; - balance. Please provide additional details concerning this requirement.

A. **This is related to question 29. The system we currently use is an in/out system and does not have the ability to give balances.**

29. LCPSP.EVT.1.8.9: Ability to record changes in department inventory. What types of "inventory" is this requirement referring to?

A. **We maintain an inventory of office supplies that we use a barcode checkout system to maintain predetermined levels.**

30. LCPSP.EVT.1.8.10: Ability to allow specified users to schedule meetings with December List employees. Are "December List" employees defined as "displaced" employees?

A. **December List employees are those who are told in December that there is a possibility they will receive unsatisfactory evaluations in the spring. They must schedule meetings with administrators in Personnel to discuss the implications of their placement on the December List. Personnel administrators and/or secretaries need to have the capability of setting these appointments and notifying the employees of the specifics (time, place, date, person) for each appointment.**

31. LCPSP.DOC.1.9.24: Ability to store documents in employee files based on barcodes. Please provide further explanation on this requirement.

A. **Documents are scanned into employees files using a key for the appropriate type of document. We would like to use barcodes instead.**

32. LCPSP.DOC.1.9.37: Ability to allow specified users to import the following existing licensure form templates into .pdf. Is this referring to the ability to take a template that is in an HTML or Word format and produce output to a .pdf file?

A.   Yes.

33.   LCPSP.INT.1.10.3: Ability to interface with Payroll for employee absence to request substitute placements. Is this referring the ability to track absences in Payroll and to use that information to determine when a substitute is required?

A.   Yes.

34.   Question regarding Attachment 13 - Inventory of School System Reports – For this section there are some reports that might not be needed with a new integrated ERP Implementation and the County/Schools did not provided a column for any comments for us to notate this. For instances like this how would you like us to respond to the requirement?

A.   Assume all reports listed are required and complete Attachment 13 accordingly.

Question #35 submitted by Strategic Information Solutions, Inc. (SIS)

35.   In reviewing the RFP separate requirements worksheets were included for both general county government and schools. Is it the County's intention to have a single system configuration to accommodate the requirements of both, or does the County desire separate configurations and implementation initiatives? Specifically:

•   Do the general county government and schools have separate processes and operational organizations, or are all of processes and operations consolidated through a single organization for transaction processing and reporting through a combined system?
•   Does one organization within the County process all payroll and human resource transactions for both general government and schools, or do they each have their own processes, operations and staff to support these transactions?
•   Is all purchasing activity managed through a single organizational entity, or do general government and schools each have their own purchasing operation?
•   This question would also pertain to each of the other modules/functions within the broader county operations.
•   Will separate training be required for each of the modules for general government and schools?

A.   It is the County's intention to have a single instance with separate configurations where processes are significantly different.
   •   **The County and Schools have separate processes and organizations.**
   •   **The County and Schools have their own payroll and human resources processes, operations and staff to support these transactions.**
   •   **The County and Schools have their own purchasing operations.**
   •   **The County and Schools also have their own operations for all other modules/functions.**
   •   **Training could be combined, but include breakout sessions where processes are significantly different. We will work with the vendor on this issue.**

Question #36 submitted by Fast Enterprises, LLC

36.   RFP Reference Section 1.3 Minimum Qualifications:

Does the term "locality" in the first two bullets in this section include US cities and states as well as counties?

A. Yes.

Question #37 submitted by SAP

37.   GFA.HR.CRT.7.4.9 - Ability to interface with the general ledger to inquire about certification amount paid and effective date.

Question:
Can you please clarify what type of certification is required, and whether this certification is part of the payroll process or the general ledger process.

A.   When employees receive associate degree or a certification (from the list of County approved certifications, for example PHR or SPHR for HR professionals), they receive 2.5% lump sum amount of their base salary. Currently HR does not have access to the amounts that are paid to the employees. We have to ask DIT or Payroll to give us these amounts. HR should be able to have access to these figures and be able to run the reports. The same would be with Bonus figures.

Prepared By: _Donald R Pegg_____Date: _2/2/2010_

Acknowledged By:_____Date: _____